




## *Report to the Auburn City Council*

Action Item

Agenda Item No.

**12**
  
 City Manager Approval

To: Mayor and City Council Members  
 From: Bernie Schroeder, Director of Public Works *hs*  
 Date: June 9, 2014  
 Subject: Wastewater Treatment Plant and Collections System Operator – RFP Selection Process

### The Issue

Shall the City of Auburn approve a selection process, and appoint two members of the City Council to participate in the selection of the City's Wastewater Treatment Plant and Collections System Operator?

### Conclusion and Recommendation

Staff recommends that the City Council approve, by MOTION the proposed selection process and the Mayor appoint two Councilmembers to participate in the selection of the City's Wastewater Treatment Plant and Collections System Operator (Operator).

### Background

On April 14, 2014, the City Council authorized the Public Works Department to prepare a Request for Proposal (RFP); to advertise the project; and assist Public Works in evaluating proposals received to operate the City's Wastewater Treatment Plant and Collections System. The RFP was released on April 16, 2014. The pre-proposal process included a mandatory pre-proposal meeting; tours of both the wastewater treatment plant and collection system; and acceptance of proposals.

Three proposals were received, with the compensation tables submitted in separate, sealed envelopes, from the following companies:

<u>Company</u>	<u>Complete Proposal</u>
1. CH2M Hill / OMI	Yes
2. PERC Water	Yes
3. American Water	Yes

The Selection Panel will be made up of six members - two City Council Members to be appointed; City Staff, Dan Rich – Nexgen Engineering; and, Kenneth Payne and Derrick Whitehead from Municipal Consulting Group.

### Selection Process

The Selection Process is summarized in Attachment 1 and outlines the selection steps and contract award to the preferred Operator. Once the Selection Panel has been finalized, they will meet with the

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three proposed Wastewater Treatment Plant and Collections System Operators (Operator) and evaluate the proposals and operators. As part of the selection process, the Operators have been advised to refrain from communicating with City Councilmembers regarding the selection of the proposed Operator.

Subsequent to the review, the preferred Operator will be notified, and staff will begin to negotiate terms of the operations agreement and the contract amount for the most qualified Operator based on the evaluation criteria outlined in the example Evaluation Form (Attachment 2).

**Alternatives Available to Council; Implications of Alternatives**

1. Accept Staff Recommendation
2. Modify the proposed interview panel
3. Take no action.

**Fiscal Impact**

The current contract operations budget has been included in the City's Sewer Budget. Staff expects costs to either be similar to the current budgeted amount or go down based on the proposal results.

*Attachments: Attachment No. 1 – Summary of Selection Process  
Attachment No. 2 – Proposal Evaluation Form*

	Date	Activity
1.	June 9, 2014	Authorization to appointment two Council members to participate in the selection process
2.	June 16 to 20, 2014	Meeting with proposed Operators
3.	June 16 to 20, 2014	Selection Panel Proposal De-briefing
4.	June 23 to 30, 2014	Notify proposed Operators and negotiate Final Contract with Selected Operator
5.	July 14, 2014	City Council authorization to award contract to selected Operator

*Attachment 1– Summary of Selection Process*

## Attachment 2 – Proposal Evaluation Form



### Proposal Evaluation Form

May 12, 2014

City of Auburn, Department of Public Works, Request for Proposals for the  
Wastewater Treatment Facility and Collection Systems Operator

DATE: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

PROPOSED OPERATOR: \_\_\_\_\_

RATING POINTS	
5	Excellent
4	Good
3	Above average
2	Average
1	Below average
0	Unsatisfactory

CRITERIA	WEIGHT FACTOR	RATING	RATING
<b>A. TECHNICAL APPROACH</b>			
Responsiveness & Understanding of work to be performed (i.e., Scope of Work and Work Plan)	0.20	X	=
Specific Experience with similar wastewater facilities	0.20	X	=
<b>B. PROJECT MANAGEMENT</b>			
Capacity to perform scope of work.	0.15	X	=
Quality of Staff based on recent experience	0.05	X	=
Availability & Quality of on-call staff for regulatory and process needs.	0.15	X	=
<b>C. REFERENCES</b>	0.05	X	=
<b>D. FAMILIARITY AND/OR SPECIFIC EXPERIENCE -</b> Small wastewater facilities requiring California and local regulatory compliance	0.15	X	=
<b>E. Overall Proposal Quality</b>	0.05	X	=
Sub-total score			
<b>F. Previous Experience &amp; Performance with City of Auburn or Region</b>	( 0 to 5 )		
<b>TOTAL SCORE</b>			